

City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Police Property Technician
Class Code Number	

General Statement of Duties

Performs technical support duties associated with the maintenance and control of police property, evidence and supplies; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide support duties associated with the maintenance and control of police property, evidence and supplies. The work is performed under the supervision and direction of higher level staff as assigned, but significant leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office and storage facility.

Examples of Essential Work (Illustrative Only)

- Performs technical support duties associated with the maintenance and control of police property, evidence and supplies, following preservation and storage guidelines;
- Receives, processes, stores and inventories property and materials submitted as evidence by law enforcement staff, entering evidence and property data into computer; documents any actions taken with each property item; assists sworn officers with booking evidence;
- Responds to inquiries from law enforcement personnel and the public concerning property in custody; takes lost property reports, locating and notifying owners of found or recovered property and making arrangements to facilitate return;
- Transports evidence for forensic examination and court presentation;
- Communicates with courts on case status and evidence needed; performs other court liaison functions;
- Testifies in court as required regarding evidence handling procedures and chain of custody;

- Assists in the disposal of property through release, auction, or destruction, including contacting owners/victims to make appointments for pick-up, and locating owners of found property;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Substantial knowledge of applicable Eureka Police Department policies and procedures;
- Substantial knowledge of California Penal, Vehicle, Health and Safety, Civil Procedure, Evidence, and Government Codes;
- Substantial knowledge of police science and criminology related to the maintenance of evidence;
- Substantial knowledge of records management and inventory control techniques;
- Substantial knowledge of modern office methods, practices, and procedures;
- Ability to interpret and apply laws, codes, policies, and procedures related to the processing of law enforcement documents;
- Ability to maintain complete and accurate records and files;
- Ability to maintain utmost levels of confidentiality in all aspects of record-keeping and related functions;
- Ability to exercise sound, independent judgement;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School graduation or equivalent;
- Two years of related experience in a law enforcement environment.

Required Special Qualifications
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- Valid Class C California State Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a storage facility.